

**CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
ARENA ICE RESURFACERS - ADVERTISING OPPORTUNITY
ALMONTE COMMUNITY CENTRE &
STEWART COMMUNITY CENTRE PAKENHAM**

QUOTATION

Request for proposals must be completed on this form for the advertising opportunity noted below:

Item	Description	Annual Payment to Municipality	Total Amount for Three (3) year term
1	Application of artwork on Almonte Community Centre Ice Resurfacer per specifications attached		
2	Application of artwork on Stewart Community Centre Pakenham Ice Resurfacer per specifications attached		
Harmonized Sales Tax		13% HST	
		Total	

I / We, the undersigned, having carefully examined the sites of the proposed work and having read, understood and accepted the Terms and Conditions supplied, each and all of which form part of this quotation, hereby offer and agree to furnish all machinery, tools, materials, labour, apparatus, plan and other means of service; all materials, except as otherwise specified in the quotation; and to complete the work in strict accordance with the Specifications.

Consideration will not be given to the Quote if received later than **12:00 p.m., noon local time on Thursday, March 10th, 2022.**

The Corporation of the Municipality of Mississippi Mills reserves the right to accept or reject any or all quotes or accept all or any part thereof.

For further information, please contact Calvin Murphy, Recreation Manager at (613) 256-1077 x 24.

Besides signing the quote, bidders are asked to initial each page of the document and the attached general conditions and return all quote documents intact.

All documents should be returned in a sealed envelope, clearly marked: Ken Kelly, CAO, Municipality of Mississippi Mills, 3131 Old Perth Road, RR 2, Box 400, Almonte, ON K0A 1A0 "Arena Ice Resurfacer Advertising" and dated.

FIRM NAME: _____
ADDRESS: _____ _____ _____
SIGNATURE _____
PRINT NAME _____
DATE: _____
TELEPHONE: _____
FAX NO. _____

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SPECIFICATIONS

A. TIME OF DELIVERY

The artwork on both ice resurfacers shall be completed and the ice resurfacers returned to their respective arena locations no later than **Tuesday, August 2nd 2022**.

B. ICE RESURFACERS

1. Bidders may choose to bid on one ice resurfacer or both.
2. It shall be the responsibility of the successful bidder to transport the ice resurfacer(s) to and from their artwork supplier and back to the original pickup location upon completion of the artwork at the successful bidder's expense. The ice resurfacers will be available for transport effective May 9th, 2022.
3. Before artwork is finalized and applied to the ice resurfacer(s), a proof shall be sent in electronic format to Calvin Murphy, Recreation Manager for approval.
4. The successful firm shall be responsible for all costs associated with producing and installing the artwork on the ice resurfacer(s).
5. The Sponsor's name may be added to the ice resurfacer using artwork, decal material or ice resurfacer wraps. A description of the type of artwork advertising that will be used for the ice resurfacer will be outlined in the proposal.
6. This advertising opportunity is for a three (3) year term to be paid annually in advance and no later than September 1 each year.
7. It shall be the responsibility and cost of the successful firm to remove the artwork on the resurfacer(s) at the expiration of the agreement.

GENERAL CONDITIONS AND INFORMATION FOR BIDDERS

1. Quotes not conforming to the following requirements shall be disqualified:
 - i. Quote must be legible, in ink by hand, by typewriter or by printer
 - ii. Quote must be in possession of the Municipality by the closing date and time.
 - iii. Quote must be submitted on the form provided
 - iv. Quote must be signed and sealed by an authorized official of the bidding organization. A joint quote must be signed and sealed by each company.
 - v. One or more items must be bid. Applicable taxes must be indicated in the spaces provided.
 - vi. Quote must not be restricted or modified in any way.
2. The quote may only be altered by either party with the mutual consent of the parties.

3. The successful bidder shall not assign, transfer, convey or sublet or otherwise dispose of this contract or his right, title or interest therein, or his power to execute such contract, to any other person, firm, company or corporation without the previous written consent of the Corporation.

4. Unless otherwise specified in these quotation documents, bidders agree that this quotation constitutes an irrevocable offer to provide the goods and / or services described herein for a period of forty-five (45) calendar days from the closing date of the receipt of quotations. Acceptance by the Municipality is effective upon approval by its awarding authority without communication or notice to the bidder, although such notice will, of course, be given as expeditiously as possible.

5. The lowest or any quote may not necessarily be accepted; award of the RFQ will be subject to Committee approval.